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Report of [REDACTED] for Week  
Ending 19 November

1. Contributions (Intangible)

✓ Advised the Chief, Central Processing Branch, and Area Records Officers concerned, on the use of the Records Center for storing papers of personnel departing overseas. This action will close out three employee suggestions.

2. Assignments - Active



a. Overnight Storage Trays - Met with three [REDACTED] representatives and discussed reasons for not accepting the plastic containers they had made by Naval Ordnance Laboratory. Developed a new design incorporating rounded corners and an improved latching system. [REDACTED] will have a model made locally using its funds.

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b. Medical Staff Mail Control System - Accompanied two Medical Staff Administrative personnel to view Commo's registry system. Recommended to Medical Staff use of the five part Document Control form for incoming correspondence and the new courier receipt for outgoing.

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c. File Clean-Up Campaign - Discussed details of the campaign with  Firmed up plans further with the objective of meeting with ARO's early in December to exchange ideas 

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